

# ABSENCE EXCUSE LETTER FOR SCHOOL

---

DATE

[Recipient's Name]

[Recipient's Position]

[Name of the School]

[Street Address]

[City, State, and Zip Code]

Dear Mr./Ms. [Recipient Last Name,]

I am writing to inform you that [Student's Name] will be/was absent from school from [Start date of Absence] to [end date of Absence].

The reason for the absence is/was [Reason for Absence]. [Include any additional details or explanations here, if necessary.]

I understand the importance of regular attendance and apologize for any disruption this absence may/ will have caused. [Include any additional information or assurances, such as a plan to make up missed work or a commitment to preventing future absences.]

If you have any further questions or concerns, please don't hesitate to contact me.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Relationship to the Student]